

Bi Palmer School of Library and Information Science
Long Island University
LEARNING CONTRACT

PARTICIPANT INFORMATION

Intern:

Name:

Deborah Moore

Address: 20 Old Hasner Mtn Rd, Hopewell Junction, NY 12533

Phone: Day 845-592-1387 or 203-291-6616

Evening 845-592-1387

E-mail:

debbiem11@optonline.net

Internship Site:

School: Kinry Road Elementary School

Address: 58 Kinry Road, Poughkeepsie, NY 12603

Principal's Name: John Farrell

Site Supervisor's Name: Meredith Inkelus

Phone number: 845-463-7322 FAX: 845-463-7327

E-mail address: meredith.inkelus@wappingersschools.org

Palmer School:

LIS 690 Internship Instructor for the

Semester: _____

Name: _____

Phone: Day _____ FAX: _____

Email _____

Faculty Advisor

Name: _____

Phone: Day _____ FAX # _____

E-mail _____

Graduate Academic Counselor

Name: Rosemary Chu

Phone: Day: 516-299-2487 E-mail: RCHU@LIU.EDU

LEARNING CONTRACT AGREEMENT:

Intern Signature *Deborah Moore* Date 10/19/10

Site Supervisor Signature *Meredith Cepulis* Date 10/19/10

Faculty Advisor Signature _____ Date _____

(continued...)

Learning Contract, cont'd

INTRODUCTION & DESCRIPTION

This contract is designed to verify and guide the internships for graduate students in the Palmer School of Library and Information Science. The following provides a description of the internship experience/projects, learning objectives and the methods of evaluation to be used.

The Intern, the Supervising Professional, and the Faculty Advisor or the Instructor for LIS 690 should complete and sign the agreement **in a timely fashion before the internship begins. The Intern is responsible for completing this four page contract and providing a copy to the LIS 690 Instructor, the Supervising Professional and the School's Graduate Academic Counselor.**

1. Internship Supervision: Please identify the role of your Supervising Professional at the host site, including the kinds of orientation, instruction, and supervision to be provided.

Ms. Inkeles has been working at Kinry Road Elementary for 13 years. She is knowledgeable of the district, curriculum, staff and students. Her role during my internship would be to guide me in my learning process. Since I have observed at Kinry Road prior a formal orientation is not necessary. I will need her to instruct and supervise since I have very little experience in a library.

2. Learning Objectives: Identify objectives that you expect to fulfill and have not already been met in previous work experience or in the classroom. Please be specific and use concrete terms that can be evaluated. In short, what new learning do you intend to gain from this internship?

You may not have an objective in each of these categories.

A. Skills Acquisition Objective: Identify specific skill(s) or areas of knowledge that you wish to acquire during the internship.

During the internship I wish to acquire knowledge of using the smartboard.

(continued...)

Learning Contract, cont'd

B. Skills Application Objectives: Identify some skill(s) or area of knowledge you have in which you wish to improve your proficiency during the internship.

I wish to improve my proficiency using the ^{computer} ~~card~~ catalogue. This school district uses OPALS.

C. Human Relations Objectives: Identify one way in which you want to improve in working with supervisors, colleagues, or others with whom you will associate during the internship.

I would like to improve my Human Relations by attending a department meeting during my internship. I believe it would be beneficial to experience what happens at a monthly department meeting and also hear potential issues that might be discussed.

D. Other Objectives: Use this space for optional and additional learning objectives that do not fit into the above categories.

The major additional learning objective would be teaching. I believe teaching and maintaining order in your library is a skill that is obtained over time and by experience.

3. Internship Description: In the space below, describe in as much detail as possible the agreed responsibilities for the Internship--projects, programs, experiences -- that have been agreed upon by all those signing the agreement. Attach an additional page if necessary. Show by your description how you will meet your objectives.

Ms. Inketes and I discussed potential ideas for my project and ways I can help her while I am here. Her library needs to be re-barcoded and weeded. Potentially a section could be completed during my internship. We also discussed coming up with new fun ways to teach the Dewey decimal system. Another idea was to make a lesson plan revolving around the Newbery & Caldecott Awards. It would be interactive for the students and a way to (continued...) get them excited about the announcement of winners in January.